

A. IF A STUDENT IS SCHEDULING FOR FINAL EXAMINATION BEFORE THE DUE DATE:

(Given procedure to be follow):

Forms to be submitted before conducting Viva Voce:

I) SUBMISSION OF PROJECT- Form No. 1

1) Students are required to submit dissertation copies atleast one week prior to the date of defence to the members of exam panel.

II) SUBMISSION OF FORM NO. 2

M.Tech/DD students should submit the duly filled & signed Form No 2. (Proforma for Panel of Examiners and Details of Final Examination of Project) for HOD's approval at ME office. Office will take care of it then onwards.

III) Download the Invitation letter from ME website. Type the necessary details. Print the 1st page on letter head for External Examiners and second on plain paper for other examiners. Kindly note that if External examiner is from IITB then Invitation letter need not be printed on letterhead, only 2nd page will be printed and submitted to office for HOD's approval along with Form no.1.

Copies of the approved letters will be given to examiners along with evaluation sheets and soft bound copy of the thesis.

Forms to be submitted After Viva Voce:

IV) SUBMISSION OF GRADES TO DEPT. OF OFFICE FOR HOD'S APPROVAL.

- I. Once the Viva voce is conducted, respective guides will submit the duly signed evaluation sheets to office for HOD's approval. Evaluation sheets will be processed to Academic section by ME office.
- II. Forms for submission of Dissertation, duly completed must be submitted through department office to the Academic office along with the provisional clearances from Accounts Section and from HCU (Hostel Coordination Unit)/ Hostel.

V) FINAL SUBMISSION OF DISSERTATION /THESIS REPORT AFTER DEFENCE /VIVA-VOCE EXAMINATION:

Fill Form no.3 for submission of Dissertation / Thesis report after Defence/viva-voce examination; get the signatures from respective sections.

A soft copy of the Thesis should be submitted to email id for Dual degree and M.Tech Students which will be informed in detailed by office staff then.

A soft copy will be forwarded to Guide for approval. Once the Guide approves the final Submission of thesis office staff will sign on it and then will it be processed to Academic Section.

- VI) **Form No. 4-** Get the clearances from Computational Lab, Guide and from lab in which MTP/DDP was done. Submit the form along with form no.3 to office.
- VII) **Form No. 5- Receipt for honorarium should be given to Guide on the day of Defence.** (Or it can be given along with invitation letter , evaluation sheets.)

B. If any student needs an Extension:

Make specific request for extension with justification (without grade restriction) upto a specific date for submission at least 15 days before the last date of submission. All the forms are available at ME Website- Defence Related information. Kindly download the forms from ME website and printed copies are available at ME office.